



## Baltimore City Special Event Application Attachments

Below is a list of items that are required for Baltimore City Special Events. Not all the items listed are needed for every event.

1. Copy of Non-profit 501(c)3 status.
2. Copy of proposed route or map
3. Purpose of event / Agenda of Activities
4. Site plan/drawing showing location of equipment - tents, fencing, bike racks etc
5. Electrical site plan
6. Musical entertainment program
7. Entertainment program (other than music)
8. List of food and merchandise vendors with contact information
9. Site plan for placement of trash receptacles, dumpsters, load packers and recycling bins.
10. Site plan for parking.
11. Copies of parking passes.
12. Copies of security and EMS contracts and copy of bonding and insurance for each.
13. Detailed floor plan of the tent showing the location of fire extinguishers, exit signs emergency lighting units.

### Additional Permits/Licenses

- Application for Temporary Noise Exemption
- If there will be a money/prize wheel, raffle, bingo, etc a permit is required from the Baltimore City Police Department, 410.396.2130, at least 6 weeks in advance.
- Temporary Food Permit is required if food/refreshments are served. Please contact BCHD Food Permits desk at 410.396.4544.
- A liquor license is required through the Liquor License Commissioner's Office at 410.396.4377.